



FIRST THINGS FIRST



- ✓ **Sign up** as an Agent and have your Sales Admin also register as Agency Admin.
- ✓ Bookmark the [Certified Agent User Guide](#) to your smartphone, desktop or browser bookmarks.
- ✓ Join the private [Openn Certified Agents Facebook Group](#).



QUICK START GUIDE | FROM LISTING TO SOLD

14 STEPS TO A SUCCESSFUL CAMPAIGN

1	Download the Listing Documents for your State.	<input type="checkbox"/>
2	Launch the property on Openn.com.au	<input type="checkbox"/>
3	Launch the property on advertising portals, your website, your database and engage an Auctioneer if required.	<input type="checkbox"/>
4	Get your first bid.	<input type="checkbox"/>
5	Qualify and contract your bidders. Have your Seller sign off on Bidder paperwork (if required). This can be completed on the app, digitally.	<input type="checkbox"/>
6	Approve the bid.	<input type="checkbox"/>
7	Update your advertisements to reflect your current bid and ensure you adjust your background price.	<input type="checkbox"/>
8	Qualify as many bidders as possible before the Final Bidding Stage by creating urgency. Ensure you update your advertisement and background price every time.	<input type="checkbox"/>
9	Update your listing on all portals to an Online Auction and include the Invite Link . You may wish to turn on observers to promote interest.	<input type="checkbox"/>
10	Run a practice Final Bidding Stage in the training environment .	<input type="checkbox"/>
11	Prepare your buyers for the Final Bidding Stage, explaining how it will work .	<input type="checkbox"/>
12	If the property meets reserve, your Auctioneer will sign the contract on behalf of the winning bidder.	<input type="checkbox"/>
13	Generate a Property Report of your successful sale to promote your success and generate more listings.	<input type="checkbox"/>
14	If the property didn't sell, visit the Certified Agent User Guide for next steps.	<input type="checkbox"/>